

POSITION TITLE: Voter Registration Temporary Staff

DEPARTMENT: Voter Registration Department

IMMEDIATE SUPERVISOR: Senior Voter Registration Specialist

FLSA STATUS: Non-Exempt

JOB SCOPE & SUMMARY:

Assist the Senior Voter Registration Specialist and Voter Registration Specialist in the operation of the Voter Registration Department.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Enter voter registration applications to prepare for all elections in Galveston County. Assure that all updates, cancellations, and suspense letters have been processed
2. Record voters' participation for any ballot containing a state office, initiative, or measure
3. Scan appropriate voter registration documents
4. Assist counter and telephone customers during normal and peak times throughout the year.
5. Comply with all changes to the Texas Elections Code as instructed by supervisors
6. Other duties as assigned

REQUIRED LICENSES AND CERTIFICATION

- Must have Texas driver's license

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- Must have high school diploma or equivalent
- One year working in an office environment is preferred
- Computer proficiency

SKILLS, KNOWLEDGE AND ABILITIES

Over time, acquire knowledge of the Texas Election Code and Secretary of State's requirements for voter registration. Must have a basic knowledge of Microsoft Word, Excel, and Internet Explorer. A good knowledge of English, spelling, grammar, punctuation, and office procedures. Skill in operating a personal computer, calculator, typewriter, and other office equipment. Ability to accept constructive criticism. Ability to accurately enter data and file information; communicate effectively verbally and in writing. Ability to work independently, organize, compile, and record information accurately. Ability to handle confidential information in compliance with the law; excellent attendance; ability to establish and maintain effective working relationships with co-workers, county employees and the general public. Working knowledge of Galveston county government.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Physical requirements include carrying and lifting 10 pounds and up to 30 pounds occasionally. Visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to

operate a computer keyboard, typewriter calculator, microfilm reader and basic office equipment. May be required to carry, lift, twist, and reach to perform essential functions. Working conditions are inside an office environment.

SIGNATURE / APPROVAL

Employee

Date

Senior Voter Specialist

Date

Tax Assessor/Collector

Date